

ADMINISTRATIVE - INTERNAL USE ONLY

ORD-1860-78

14 DEC 1978

MEMORANDUM FOR: Director of Personnel

THROUGH: Deputy Director for Science and Technology
25X1

SUBJECT: Recommendation for Quality Step Increase -
[redacted]

25X1

1. I recommend that [redacted] be given a Quality Step Increase for her exceptional performance since May of 1978.
25X1

2. During most of this period [redacted] functioned as acting secretary to the Deputy Director of Research and Development while continuing her assigned duties as secretary to the Executive Officer; the Planning, Programming and Budgeting Branch; and the Information Control Branch. In addition, Ms. Coury so expertly managed her 25X1e that she was able to keep the ORD Library functioning during the extended illness of the Librarian. Furthermore, [redacted] squeezed time from that busy routine to assist in typing a major research study for an ORD Division project officer. She voluntarily worked many hours of overtime to meet the tight deadline for completing that study.

3. Throughout the period of this exceptionally heavy work schedule, [redacted] maintained her aplomb and pleasant disposition, as well as her usual efficiency and effectiveness in all of the duties.

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4. [redacted] skill and dedication were especially significant factors in successfully and smoothly accomplishing the administrative and library functions of this Office

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EYES ONLY

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[Redacted]

STAT

during the past several months. Her initiative and willingness to devote even more time and effort to preparation of the study clearly justify granting this QSI in recognition of her exceptional performance.

[Redacted]

STAT

Director of Research and Development

CONCUR:

Deputy Director for
Science and Technology

Date

APPROVED:

Director of Personnel

Date

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